

SENIOR NEIGHBORHOOD SERVICES SPECIALIST*Class Definition*

Under general supervision, provides lead direction and participates in office and field work related to the implementation and administration of the Neighborhood Revitalization Program.

Distinguishing Characteristics

Senior Neighborhood Services Specialist is the advanced working/lead level class in the Neighborhood Services Specialist series. Incumbents serve as project or team leaders, providing lead direction and administrative and technical assistance to lower-level staff, and are responsible for the more complex assignments. This class is distinguished from Neighborhood Services Specialist II in that the latter is the journey level class in which incumbents perform the full range of duties but do not have on-going responsibility for providing lead direction to others. Incumbents may be assigned to work in the Housing Rehabilitation, Housing Development, or Neighborhood Standards Division of the Department of Housing and Neighborhood Revitalization.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Provides lead direction to assigned subordinates.

Meets with citizens and assists in establishing neighborhood organizations to participate in the Neighborhood Revitalization Program.

Acts as a consultant for neighborhood organizations in developing constructive solutions to the problems within their neighborhood.

May be assigned to provide support to the Historic Preservation Commission.

May work with property owners to encourage compliance with the adopted policies related to historic preservation.

Acts as a facilitator/liaison between neighborhood organizations, City departments and other affected agencies in the implementation of the Neighborhood Revitalization Program.

May be assigned to facilitate staff support for the Fresno Police Department Problem Oriented Policing Program as part of the Neighborhood Revitalization Program.

May be assigned to administer ordinances related to the maintenance of properties.

May lead and participate in the inspection of residential and commercial properties for compliance with the applicable City building regulations and ordinances; ensures that the dwellings are structurally sound, have properly installed sanitary facilities, and safe electrical and mechanical systems.

Consults with property owners and provides information on the application of existing codes, ordinances, and other approved standards for building construction; acts in a consulting capacity to property owners in regard to designing the rehabilitation and remodeling of residential buildings.

Prepares correspondence related to assignments.

Coordinates activities with other divisions, departments, or agencies.

Appears as an expert witness at show cause hearings, municipal judicial hearings, and court.

Acts as owner's agent during construction of rehabilitation project, ensuring that work is performed on time and in an acceptable manner.

Assists in the formulation of rehabilitation plans and projects.

Trains subordinate employees in the techniques of rehabilitation of physical structures.

Prepares and may assist others in the preparation of contracts and other documents related to assigned projects.

Keeps accurate records of all assigned work.

May be assigned projects or assignments related to the Historic Preservation Program or state and federal environmental review processes.

Performs related work as required.

Knowledge, Abilities, and Skills

Considerable knowledge of building construction methods, materials, and maintenance.

Considerable knowledge of the principles and techniques of rehabilitation, building inspection, and property valuation.

Considerable knowledge of historic preservation law, policy and appropriate rehabilitation techniques.

Ability to provide lead direction for subordinates engaged in complex and sensitive neighborhood revitalization

issues.

Ability to work effectively with individuals or neighborhood groups to address neighborhood property maintenance standards.

Ability to detect substandard maintenance, structural and sanitary defects, inferior or improperly used materials, and fire and safety hazards.

Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with the code.

Ability to arbitrate disputes related to code standards.

Ability to prepare work specifications and accurate cost estimates for materials and labor for potential rehabilitation work.

Ability to administer contracts and deal effectively with contractors.

Ability to read and interpret plans, specifications, blueprints, maps, and related documents.

Ability to enforce regulations with firmness and tact.

Ability to make clear and persuasive oral presentations.

Ability to maintain technical and administrative records.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to use a variety of computer business software applications.

Minimum Qualifications

Three years of progressively responsible experience in at least one of the following areas or a combination thereof: commercial or residential inspection as part of a housing rehabilitation or housing standards enforcement program or the equivalent; or supervising the construction or rehabilitation of residential or commercial buildings; or education in the building and safety codes or inspections can be substituted for up to one year of experience; or a historic preservation program; or general and community planning, development entitlement processing, and environmental review.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Recruitments may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Housing rehabilitation/Housing standards enforcement
2. Historic preservation
3. Community development

APPROVED: _____

Director

DATE: _____

ATS:GAK:CW:sas:05-23-00